



The Position

Working under general supervision, the Office Assistant II is the journey level in the Office Assistant series. An Office Assistant II performs a variety of general or specialized clerical duties related to filing, reception, form processing, record maintenance, mail, typing or data entry; obtains and compares information related to department records, programs, and services; may perform the initial applicant screening as an incidental function; and performs related work as required. Employees at this level are expected to be fully qualified and able to perform difficult and responsible office support work within the framework of established work methods and procedures and to use independent judgment in selecting and applying specific references, procedures, sequences, and alternatives to different work situations, referring non-procedural questions to the supervisor.

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

One (1) year of full-time experience performing clerical duties in an office environment.

El Dorado County

El Dorado County, with a population of approximately 172,889, is located just 30 miles east of Sacramento, California's State Capitol and only 40 miles west of Carson City, Nevada's State Capitol.

Placerville, the seat of government for El Dorado County, sits at an elevation of about 2,000 feet, with a population of approximately 10,000. South Lake Tahoe sits at an elevation of 6,260 feet and has an approximate population of 21,400.

El Dorado County offers easy access to the entertainment, business, shopping and educational venues of the greater Sacramento region. While also offering many recreational activities including: river rafting, miles of downhill and cross-country skiing, fishing, boating, water-skiing in any of the 200 lakes or 682 miles of rivers, hiking, biking, backpacking, and horseback riding. The county contains over 413,928 square acres of national forests.

Office Assistant II

El Dorado County Department of Health & Human Services

Monthly Salary: \$2,104 - \$2,558

Application Deadline:

June 8, 2012

5:00 p.m. PDT

Tentative Examination Dates:

Written Exam: Saturday, June 23, 2012
Examinations will be held in El Dorado County

Location:

The resulting list will be used to fill vacancies in
Placerville, California

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

The existing eligible list will be replaced upon completion of this examination.

The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual proficiency examination prior to appointment.

KNOWLEDGE AND ABILITIES

The following may be tested in the examination:

Knowledge of:

- Modern office practices, methods, procedures, and automated systems.
- General goals and purpose of the Department's programs.
- English grammar, vocabulary, spelling, and punctuation.
- Filing systems.
- Common word processing, spreadsheet, and database software packages.

Ability to:

- Answer a variety of questions related to department programs and processes.
- Exercise sound judgment when initiating processes, actions, and alternatives within established procedures and regulations.
- Enter data accurately into automated system.
- Communicate effectively verbally and in writing with individuals from diverse socio-economic and cultural backgrounds.
- Establish and maintain effective working relationships.
- Locate, identify, and correct inaccurate or incomplete information.
- Follow written and oral directions and instructions.

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination component consists of a:

WRITTEN EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Alphabetize, File, and Code Information
- Editing (Spelling, Punctuation, Grammar)
- Vocabulary
- Reading and Understanding Written Information
- Numerical Skills

El Dorado County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.